



# The Town of Upper Marlboro & The Town of Morningside

*Prince George's County, Maryland*



## **Circuit Rider Manager Job Description**

**Position overview:** This full-time position is grant-funded through the DHCD's Maryland Town Manager Circuit Rider Program, with time evenly split between the Town of Upper Marlboro and the Town of Morningside, both located in Prince George's County Maryland. The Circuit Rider Program assists small towns and city governments with building their administrative capacity. The program provides grants to hire professional staff to work as a "circuit rider" to multiple towns assisting with specific municipal functions and activities. This position is funded for one year after date of hire, and continued employment will be subject to the availability of additional funding sources (re-awarding of the Circuit Rider Program grant). The duties of the manager for each municipality are defined below:

### **The Town of Upper Marlboro (20hrs per week)**

Under the supervision of the Town Administrator, the circuit manager will support the Town of Upper Marlboro's grant projects and initiatives by managing existing grants and working with Department heads & Town Committees to apply for new grants and handle other special projects as needed.

- Meet with Town Department heads, and the Board of Town Commissioners to identify the needs and goals of the Town.
- Research different grants and programs on federal, state, private, and local levels that may assist the Town in reaching its goals.
- Create a comprehensive plan and timeline to apply for these grants and programs.
- Apply for, manage, and closeout grants and programs.
- Generate monthly reports to the Town Administrator.
- Assist with any special projects or duties as required.

### **The Town of Morningside (20hrs per week)**

Under the supervision of the Mayor & Council, the circuit manager will be in an executive position serving as Chief Administrative Officer of the Town. In this capacity the circuit manager supervises the fiscal operation of the Town and assists with annual budget preparation. Oversees grant applications, ensure compliance with Federal regulations, and prepare reports.

- Assist in writing procedures for staff activities including Office, Public Works, Events, Building Maintenance.
- Carries out provisions of action taken by the Council.
- Prepares grant applications and seeks out new grants that serve the vision of the Mayor and Town Council.

- Supervising staff of the Department of Administration to perform financial and administrative functions.
- Supervises and prepares each department head as well as monitors the general operation and functionality of the departments.
- Oversees employee grievance, discipline, demotion, promotion, reprimand, suspension, termination, and the whistleblower protection process.
- Plans and supervises the maintenance of various permanent records of the Town.
- Perform related duties as required.

### **Minimum Qualifications**

*Any combination of education and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

- Handles stress effectively without interfering with performance.
- Possesses the ability to organize, set priorities, and exercise sound independent judgement within area of responsibility.
- Possesses the ability to operate a computer, use word processing, spreadsheet, database software, and other standard office equipment.
- Possesses the ability to communicate clearly and effectively, both orally and in writing.
- Possesses the ability to keep office records and to prepare accurate reports from file sources.
- Maintains general knowledge of current office practices and procedures and knowledge of the operation of standard
- Bilingual/Spanish Speaking preferred but not required.

### **Education/Training**

- High School Diploma or GED equivalency required.
- Associate degree or bachelor's degree is preferred but not required.

### **Experience**

- Grant Writing experience preferred, and significant writing skills are necessary
- Considerable experience in records and file management
- Proficient in Microsoft Office especially in Word, Excel, and PowerPoint
- Broad base understanding on issues material to organizational programs, processes, and influences.

### **Physical Demands and Working Environment**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

### **Environment**

Work is performed primarily in a standard office environment (both the Town of Morningside and Town of Upper Marlboro Town offices) and remotely during normal office hours with some after-hour meetings.

**Physical**

Primary functions require sufficient physical ability and mobility to work in an outdoor event setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift min. of 20 lbs., carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.

**Vaccination:**

Pursuant to the sponsor, the Town of Upper Marlboro, COVID-19 mitigation protocols, individual must be fully vaccinated upon commencing employment.

**Additional Information:****Site Locations:**

Upper Marlboro Town Hall

14211 School Lane Upper Marlboro MD 20772

Morningside Town Hall

6901 Ames St, Morningside, MD 20746

**Benefits:**

The circuit rider manager will be under the benefits plan of the sponsor-Town, the Town of Upper Marlboro. The Town uses BlueCross Blue Shield Medical & Dental, along with the Maryland State Retirement plan.